



**Solicitation Information
December 28, 2015**

RFP# 7550158

Title: Electronic Poll Books

Submission Deadline: January 26, 2016 at 2:00 PM (ET)

PRE-BID/PROPOSAL CONFERENCE: NO
--

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Monday, January 11, 2016 at 5:00 PM (ET) . Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
--

SURETY REQUIRED: No

BOND REQUIRED: No

**Gail Walsh
Chief Buyer**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1: Introduction	3
Section 2: Background	5
Authority to Bill for Services	5
New System Required	5
Section 3: Scope of Work	6
General Scope of Work/Mandatory Requirements	6
Minimum Requirements	7
Section 4: Technical Proposal	15
Narrative and Format	15
Section 5: Cost Proposal	22
Section 6: Evaluation and Selection	23
Section 7: Proposal Submission	24
Appendix A: List of Regularly Scheduled Elections for the Period of the Contract	Attached
Appendix B: Mandatory/Minimum Requirements Yes/No Compliance Matrix	Attached
Appendix C: Cost Form	Attached

APPENDICES B AND C ARE PROVIDED AS DOWNLOADABLE .ZIP FILES.

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State (DoS), is soliciting proposals from qualified vendors to provide an Electronic Poll Book system, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

The initial contract period will begin in or around March, 2016 for a period of three years with two additional one-year options.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov.
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.

SECTION 2: BACKGROUND

Authority to Bill for Services

Pursuant to Section 17-6-1 of the Rhode Island General Laws, the Department of State shall have the authority to submit and approve the specifications used by the Department of Administration in procuring voting systems and voting system-related services on behalf of the State.

New System Required

Rhode Island polling places have utilized paper poll books for over 100 years. Over the past several years, jurisdictions in 32 states and the District of Columbia have begun using a new technology that makes the voter check-in process more efficient. Electronic poll books have replaced paper poll books and have led to efficiencies for voters, poll workers and election administrators. In order to continue moving elections forward in Rhode Island, the State must acquire electronic poll books.

In August, 2015, the Department of State convened the Voting Equipment Task Force to discuss improvements to elections administration. Over the course of several weeks, the Department of State, State Board of Elections and the Voting Equipment Task Force discussed the requirements and specifications for electronic poll books. Below, you will find the Scope of Work; Technical Proposal; Cost Proposal; Evaluation and Selection; and Proposal Submission sections of this Request for Proposals.

SECTION 3: SCOPE OF WORK

General Scope of Work/Mandatory Requirements

Vendor must answer “yes” on Appendix B: Mandatory/Minimum Requirements Yes/No Compliance Matrix to all requirements listed in the following sections or the proposal will be deemed non-responsive: **Appendix B is provided as a downloadable .zip file.**

General Scope of Work

Electronic Poll Books

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified vendors to provide the State of Rhode Island with an electronic poll book (EPB) system. The EPB system is to provide a fair, fast, accurate, and cost-effective voter check-in process and to provide election officials in the State with technology that streamlines the overall administration of elections. This will be accomplished in a manner that ensures confidence in the integrity of the voting process. This modern solution will replace the paper-based poll book system currently used.

For each primary and election, voter registration data from the Central Voter Registration System (CVRS) will be transferred onto individual EPBs. There will be at least three EPBs per precinct. Voter registration data will include all necessary information for the proper check-in of voters at each polling place. EPBs will allow poll workers to electronically check-in voters by searching name, address, date of birth and/or by scanning a voter’s identification card (driver’s license/state ID).

After each election, voter check-in data will be transferred into the CVRS and synchronized with individual voter records.

EPB Proposal Pricing should include:

1. 1,600 individual EPB devices with barcode scanning and signature capture capabilities
2. Software/firmware to accommodate 1,600 EPB devices
3. Any other equipment used in the operation and maintenance of the EPBs
4. Protective transit and storage cases for each EPB
5. Cost of training election officials and poll workers
6. Licensing, software and/or maintenance fees
7. EPB stands
8. Any other costs associated with the purchase, delivery, installation and/or operation of the EPB system

Mandatory Requirements:

1. Proposed EPB system (System) will include delivery, installation, implementation, support and maintenance of all components of the System, which includes, but is not limited to the hardware, software, firmware and associated equipment.

2. The delivery timetable must be sufficient to allow for complete testing and set up so that the System is ready for use for the 2016 election cycle, commencing with a pilot program for the presidential preference primary to be held on April 26, 2016. The pilot program will include a minimum of 10 precincts.
3. Proposal will include a maintenance and support agreement with the vendor for the term of the contract.
4. The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the System equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include System component costs within the quotes. Vendor will also provide cost itemization per unit for each System component in Table 2 on the Appendix C: Cost Form. **Appendix C is provided as a downloadable .zip file.**
5. Vendor acknowledges that the State reserves the right to not move forward with the purchase of individual components of the System.
6. Vendor acknowledges that the State will rely on and will consider the expertise, experience, ability and capability of the vendor when evaluating proposals received. Vendor must demonstrate proof of experience in the field of elections, including but not limited to years of experience with EPBs. Vendor must have experience with a jurisdiction having the same or similar number of EPBs as being provided in Rhode Island. Rhode Island has approximately 459 polling places, 750,000 registered voters and an average of approximately 1,800 voters and up to approximately 3,000 voters per precinct.

Minimum Requirements

Vendor must answer “yes” on Appendix B: Mandatory/Minimum Requirements Yes/No Compliance Matrix to all requirements listed in the following sections or the proposal will be deemed non-responsive:

- I. System/Equipment Requirements
- II. Service Requirements

I. System/Equipment Requirements

General

1. The System equipment will be in operation for any election scheduled in Appendix A: List of Regularly Scheduled Elections for the Period of the Contract starting with a pilot program for the April 26, 2016 presidential preference primary, and for all other Title 17 (Rhode Island General Laws) elections for the term of the contract. *(provide yes/no response on compliance matrix)*
2. All System equipment proposed is newly manufactured and not reconditioned or refurbished in any way. *(provide yes/no response on compliance matrix)*

3. The successful vendor will install, to the satisfaction of the State Board of Elections and the Department of State, all System equipment hardware, software and firmware set forth by the vendor in "Implementation and Staff Qualifications" on page 20 of this proposal. *(provide yes/no response on compliance matrix)*
4. All System equipment is readily available, and similar systems are currently operating in other jurisdictions in an elections environment. Any responses proposing "future releases" of equipment will be considered non-responsive and eliminated from consideration. *(provide yes/no response on compliance matrix)*
5. All System equipment provided to the State of Rhode Island under the terms of this contract is for the exclusive use of the State of Rhode Island during the term of the contract. *(provide yes/no response on compliance matrix)*
6. The System meets all certification requirements governing the implementation and usage of EPBs in at least one state within the United States and is Voting System Test Laboratory (VSTL) certified. *(provide yes/no response on compliance matrix)*
7. At the end of the contract term, the State will have the ability, as applicable, to purchase all hardware, software, firmware and licenses. *(provide yes/no response on compliance matrix)*
8. The System supports a minimum of 1,600 EPBs with the ability to add more EPBs in the future. Vendor will supply additional EPBs at a cost proportional to the cost of this proposal, pro-rated for the remaining years of the contract. *(provide yes/no response on compliance matrix)*
9. All necessary programming software will be provided to run the System in accordance with the required specifications. Any software updates during the term of the contract will not be charged to the State. *(provide yes/no response on compliance matrix)*

System Requirements

10. EPBs plug into a standard three prong, grounded electrical outlet. *(provide yes/no response on compliance matrix)*
11. System is compatible and works seamlessly with the CVRS and voting equipment (precinct count units, accessible voting units, and ballot on-demand printer systems) and can be updated to be compatible with future voter registration systems and voting equipment the State may obtain. *(provide yes/no response on compliance matrix)*
12. The vendor provides the State with all hardware, software, and firmware necessary to prepare EPBs with or without vendor assistance. *(provide yes/no response on compliance matrix)*
13. System manages any known implementation of a Rhode Island election including, but not limited to general, primary (unaffiliated voters can vote in either party primary), special, and municipal elections. *(provide yes/no response on compliance matrix)*
14. System is highly configurable and customizable. *(provide yes/no response on compliance matrix)*

15. System adheres to known best practices of manufacturing and quality assurance. *(provide yes/no response on compliance matrix)*
16. System allows for State and local election administrators to conduct in-house set-up and to maintain and operate the System without vendor assistance. *(provide yes/no response on compliance matrix)*
17. System provides a method to ensure that updated voter registration information is communicated to poll workers on any day or days that voting is being conducted in as near to real-time as feasible. Information includes but is not limited to whether an individual has already voted in another location or cast a mail ballot. *(provide yes/no response on compliance matrix)*
18. System provides poll workers with general information regarding voting and Election Day procedures so they may appropriately address and resolve, without vendor assistance, common problems and questions occurring in the polling place (such as a “help desk” or “frequently asked questions” option). *(provide yes/no response on compliance matrix)*
19. At the opening of the polls, the EPB provides the poll worker with a means of activating the EPB. *(provide yes/no response on compliance matrix)*
20. System enables a poll worker to verify that the EPB has been set up correctly, is working correctly so as to verify the eligibility of a voter, is correctly recording that the voter has voted, and has been shutdown correctly. *(provide yes/no response on compliance matrix)*
21. System has off-line capability to check-in voters should devices lose connectivity. *(provide yes/no response on compliance matrix)*
22. System allows for voter check-in for up to 2 hours without power according to Voluntary Voting System Guidelines (VVSG). *(provide yes/no response on compliance matrix)*
23. System supports municipal voter lists and a statewide voter list. *(provide yes/no response on compliance matrix)*
24. System allows poll workers to operate the EPB via touch screen and/or via laptop/mouse. *(provide yes/no response on compliance matrix)*
25. System can network EPBs within the polling place, municipality and the State and prevents a voter from signing in at different stations within a polling place, municipality or the State. *(provide yes/no response on compliance matrix)*
26. EPBs allow election officials to determine that no voters have been checked-in before the polls open. *(provide yes/no response on compliance matrix)*
27. System provides a method to ensure a voter is properly identified, according to his or her residence address, and given the correct ballot style containing all offices, candidates, and questions pertaining to the polling place that the voter is eligible to vote. *(provide yes/no response on compliance matrix)*

28. System provides information necessary to electronically list, search, identify and authenticate eligible voters thus eliminating the need to print paper poll books. *(provide yes/no response on compliance matrix)*
29. System has multiple display languages including but not limited to English and Spanish. *(provide yes/no response on compliance matrix)*
30. System allows the initial look-up step to be limited only to voters in the polling place where the EPB is located. *(provide yes/no response on compliance matrix)*
31. System allows for manual override if poll workers know the voter has not yet voted, but the voter is marked as having voted already during Election Day/the election period. *(provide yes/no response on compliance matrix)*
32. System time stamps significant activities such as time of voter check-in and time system overrides occur. *(provide yes/no response on compliance matrix)*
33. System allows for voter search based on any of the following: first name, last name, address, date of birth, voter ID number, or by identification card. *(provide yes/no response on compliance matrix)*
34. System scans the bar code on a Rhode Island driver's license or State ID card for check-in and also can be modified for the addition of other forms of identification bar codes. *(provide yes/no response on compliance matrix)*
35. System displays a voter's registration information upon processing the information contained within the barcode or magnetic strip on the driver's license or State ID card, and/or upon manual entry by a poll worker. *(provide yes/no response on compliance matrix)*
36. System provides a means of providing directory information to assist poll workers and/or voters with identifying the correct polling place anywhere in the State. *(provide yes/no response on compliance matrix)*
37. System can accommodate voter changes in accordance with the fail-safe provisions of the National Voter Registration Act (NVRA) and Rhode Island General Law 17-9.1-16. *(provide yes/no response on compliance matrix)*
38. System provides a means for poll workers to witness a voter's signature. *(provide yes/no response on compliance matrix)*
39. System indicates when a voter who is registered with one political party attempts to check-in for another party's primary. *(provide yes/no response on compliance matrix)*
40. System indicates that a voter has already voted or requested a mail ballot. *(provide yes/no response on compliance matrix)*
41. System electronically captures signatures within the EPBs and makes the data easily accessible for extraction. *(provide yes/no response on compliance matrix)*

42. System allows a voter to sign an EPB even when there is a temporary interruption in network connectivity. *(provide yes/no response on compliance matrix)*
43. System captures and stores data related to provisional voting, including but not limited to name and address information and makes the data easily accessible. *(provide yes/no response on compliance matrix)*
44. System provides a method of assigning voter history. *(provide yes/no response on compliance matrix)*
45. System redundantly stores voter validation data and makes the data easily accessible for extraction. *(provide yes/no response on compliance matrix)*
46. System transmits properly-formatted ballots to ballot on-demand printer systems for printing. *(provide yes/no response on compliance matrix)*
47. System allows for each EPB to transmit all ballot styles in Rhode Island to ballot on-demand printer systems for printing. *(provide yes/no response on compliance matrix)*
48. Ballots transmitted from EPBs to ballot on-demand printer systems will be read and tabulated by precinct count units and central mail ballot counting units, and read and marked by accessible voting units. *(provide yes/no response on compliance matrix)*
49. EPBs contain a counter that clearly displays the number of voters checked-in at any given time. *(provide yes/no response on compliance matrix)*

Data Transfer

50. System allows the operator at the state and municipal level to program and refresh the EPBs. *(provide yes/no response on compliance matrix)*
51. System provides an efficient means of downloading voter and election data from the CVRS to the EPBs. *(provide yes/no response on compliance matrix)*
52. System provides an efficient means of quickly and accurately transferring voter history information and signature images collected at the polling place into the CVRS by attaching the above information to individual voter records. *(provide yes/no response on compliance matrix)*
53. All data collected at the precinct and municipal levels can be exported to an electronic storage device in a variety of formats. Data will be the sole property of the State and or municipalities. *(provide yes/no response on compliance matrix)*

Security

54. System provides the following general features: *(provide yes/no response on compliance matrix)*
 - Security available at system level
 - Ability to store data from past elections on an external device
 - Audit trails that capture logs of messages and events of the voter check-in process
55. System includes necessary provisions for security and access control. *(provide yes/no response on compliance matrix)*

on compliance matrix)

- 56. System is secure from unauthorized use or change to prevent confidential information from being exposed. *(provide yes/no response on compliance matrix)*
- 57. System encrypts all information contained on the EPB. *(provide yes/no response on compliance matrix)*
- 58. System provides a means of quickly recovering data from an EPB that has failed during operations. *(provide yes/no response on compliance matrix)*
- 59. System protects all EPBs from damage by power surges, brownouts, lightning and other transient current and voltage spikes. *(provide yes/no response on compliance matrix)*
- 60. EPBs and their components are designed so as to eliminate hazards to personnel or to the System equipment itself. System equipment is designed to meet or exceed the appropriate requirements of the Occupational Safety and Health Act (OSHA). *(provide yes/no response on compliance matrix)*
- 61. System incorporates appropriate physical barriers to prevent fraudulent manipulation of the voter check-in process. The design prohibits unauthorized access to any data associated with the process. *(provide yes/no response on compliance matrix)*
- 62. All controls used by the voter and/or poll worker are conveniently located, using designs that are consistent with their functions, and are clearly labeled. *(provide yes/no response on compliance matrix)*
- 63. System provides a means, such as kiosk or Election mode, to prevent users from accessing unrelated features to the voter check-in process. *(provide yes/no response on compliance matrix)*

Reporting

- 64. System produces a list of audit records that reflect all the actions of the EPB, including in-process audit records that initiate all transactions. All audit and transaction records must be retained by the municipality for at least 22 months. *(provide yes/no response on compliance matrix)*
- 65. System generates interim polling place reports without suspending voter check-in operations. Reports should include, but not be limited to a list of the names and addresses of those who have already voted. *(provide yes/no response on compliance matrix)*
- 66. System provides a list of all validated voters in each respective precinct immediately following the close of polls on Election Day. *(provide yes/no response on compliance matrix)*

Training and Elections Assistance

- 67. System is easy to set-up, use, and shutdown and easy to train poll workers on. *(provide yes/no response on compliance matrix)*
- 68. Training on the use of the System must be on all facets of the System and must be conducted in person, after the initial purchase and prior to the first use of the System. Training costs must be

included in the proposal. Training must include, but not be limited to the following: *(provide yes/no response on compliance matrix)*

- A manual for use and maintenance of the equipment
- On-site, in-depth review of the System
- Review of System set-up which includes transferring the data from the CVRS for an election
- Basic training on the System
- Maintenance of the System before, during and after elections
- On-site set-up of the equipment
- Security and tampering detection
- Process to transfer voter history, signatures and other required information to the CVRS after an election is completed
- Production of reports – printing, designing and formatting
- Troubleshooting, resolution of malfunctions, and error messages
- Proper storage of equipment when not in use
- On-going training for new/updated features should be provided by Manual Updates, Webinar sessions or in-person training
- Testing/validation

69. Vendor will provide, in electronic format, all manuals and checklists for use during the term of the contract to the following offices: State Board of Elections, Department of State, and each of the 39 municipalities. *(provide yes/no response on compliance matrix)*

70. Vendor will provide manuals that must include, but not be limited to, Election Day procedures, operation of EPBs, and testing procedures. *(provide yes/no response on compliance matrix)*

71. Vendor will provide to the Board of Elections a checklist for poll workers to utilize on Election Day with respect to the EPB steps and procedures. *(provide yes/no response on compliance matrix)*

72. Vendor will train, on-site, up to five (5) members or staff of the State Board of Elections, as determined by the State Board of Elections, on the functionality and use of EPBs. Vendor will provide re-training, as needed. *(provide yes/no response on compliance matrix)*

73. Vendor will train up to three (3) members or staff of each municipal board of canvassers, as determined by each municipal board of canvassers, at a seminar conducted by the vendor. Seminars will provide instruction with respect to the procedures for operating the EPBs. Vendor will offer one (1) seminar prior to a presidential preference primary, statewide primary, or in the event there is no statewide primary, prior to the statewide general election. *(provide yes/no response on compliance matrix)*

74. Vendor will provide to each municipality a checklist for staff to utilize during the transfer of data from the CVRS to the EPBs to ensure all data has been transferred properly. *(provide yes/no response on compliance matrix)*

Testing Requirements

75. Each EPB can be tested to verify that it is in correct operational status. Tests include, at a minimum, the production of a diagnostic test record indicating that there are no hardware, software or firmware failures; identification of the units and their designated polling place location; and that the units are ready to be activated for voter check-in. *(provide yes/no response on compliance matrix)*
76. With respect to System readiness tests, each EPB will have provisions for verifying their proper preparation for an election, and that hardware, software, and firmware are operating correctly. Diagnostics must identify and pinpoint any unit malfunctions. *(provide yes/no response on compliance matrix)*
77. Vendor shall provide its supply chain and information on System components. *(provide yes/no response on compliance matrix)*
78. Vendor will provide quality assurance procedures of the vendor as well as internal and external test data including test plans, test results, and any other test reports. *(provide yes/no response on compliance matrix)*
79. Acceptance testing of the EPBs will demonstrate its compatibility with any hardware that may be attached to it (network cards, barcode scanners, ballot on-demand printer systems, etc.). *(provide yes/no response on compliance matrix)*
80. Acceptance testing of the EPBs will demonstrate its compatibility with the CVRS. *(provide yes/no response on compliance matrix)*
81. Acceptance testing will demonstrate that the EPBs correctly process all activities regarding each voter registration record. *(provide yes/no response on compliance matrix)*

II. Service Requirements

Election Set-Up

1. Vendor will offer onsite troubleshooting service on Election Day. *(provide yes/no response on compliance matrix)*
2. Vendor will train a sufficient number of technicians to assist in the operation of the System before the first election cycle. *(provide yes/no response on compliance matrix)*
3. Vendor will perform all necessary diagnostics and testing on System components necessary for the proper checking-in of voters prior to each election in which said equipment is to be used. *(provide yes/no response on compliance matrix)*
4. Prior to each election, the vendor will conduct any pre-election testing necessary to ensure the accurate operation of each EPB. Vendor will perform pre-election testing under the supervision of, and according to regulations established by the State Board of Elections. Vendor will conduct pre-election testing at the facility determined by the State Board of Elections. *(provide yes/no response on compliance matrix)*

5. Vendor, with the State Board of Elections, will prepare and check each EPB to ensure that all System components for operation of EPBs are properly installed and of sufficient quantity to allow for the entire conduct of the election. *(provide yes/no response on compliance matrix)*
6. Vendor will provide and maintain a complete supply of necessary replacement parts for use on Election Day as needed. *(provide yes/no response on compliance matrix)*

Return, Storage and Maintenance of Equipment

7. All units will be stored, prepared and tested at a location designated by the State Board of Elections. The vendor will have appropriate access to and maintain appropriate access controls for the storage area of the facility designated by the State Board of Elections. *(provide yes/no response on compliance matrix)*
8. Vendor will be responsible for the pre-election preparation and post-election maintenance of the EPBs. At the conclusion of each statewide election cycle, the vendor will inspect and make any and all necessary repairs and replacements to the EPBs and certify to the State Board of Elections that all equipment is in good working order. Inspection procedures, replacement parts, and dates performed will be recorded and kept on file in a manner to be determined by the State Board of Elections. *(provide yes/no response on compliance matrix)*

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

System/Equipment Evaluation (25 points)

General

1. Identify all relevant hardware, software and firmware, including physical descriptions, model numbers and part numbers concerning components including, but not limited to laptops, tablets, iPads, ID scanners, printers, cables connectors, servers, power cords, internet connectivity, etc.
2. Vendor must provide the following information for verification of completion of VSTL certification:
 - Name, address, and telephone number of VSTL performing certification test
 - Date of certification
3. Indicate the state(s) in which the System is certified and provide official documentation of said certification.
4. Indicate whether each component is proprietary to the vendor or whether the component is a commercial off the shelf (COTS) product. If a COTS product, explain why you've chosen it.
5. Provide a system overview and functional diagram of the entire System and how each component integrates into it.

6. Describe the useful life of all hardware, software and firmware.
7. Vendor must provide hardcopy System operations and maintenance manuals, as well as training manuals. These manuals will include, but not be limited to testing procedures, poll worker operations, and voter education. List titles of manuals submitted.
8. Indicate the range in temperature and humidity allowable for the use of EPBs.
9. Indicate the range in temperature and humidity allowable for the storage of EPBs.
10. Indicate recommended storage procedures when EPBs are not in use, including but not limited to internet connectivity, battery life, software maintenance, power requirements, etc.
11. Indicate whether vendor will replace or repair all defective EPB components at no extra cost to the State during the term of this contract.
12. Indicate whether vendor will provide and install any and all hardware, software and firmware upgrades recommended by the vendor during the term of this contract at no additional cost to the State.
13. If upgrades to hardware and/or software and/or firmware are made during the term of this contract, indicate whether vendor will make all related, relevant training available to the State at no additional cost during the term of the contract.
14. Indicate whether vendor will supply additional EPBs at a cost no greater than the initial per unit cost of the units pro-rated for the remaining years of the contract if the State Board of Elections deems it necessary to increase the number of units during the term of the contract.
15. Describe the warranty information with warranty period and any exclusions for hardware, software and firmware.
16. Describe how and what accessories are needed to charge each EPB.
17. Describe all bilingual features and how a poll worker/voter can use them.

System Requirements

18. Indicate ways in which the State can configure and customize EPBs.
19. Indicate how the vendor implements best practices of manufacturing and quality assurance.
20. Describe battery backup features.
21. Indicate how updated voter registration information can be communicated to poll workers in as near to real-time as feasible, including but not limited to whether an individual has already voted or cast a mail ballot.
22. Describe how EPBs are synchronized/networked with other EPBs within the same polling place, municipality and statewide. Provide any diagrams or flow charts.

23. Describe how vendor provides poll workers with general information regarding voting and Election Day procedures so any common problems and questions can be resolved without vendor assistance.
24. Describe how a poll worker activates the EPB at the opening of polls and verifies it has been correctly set up with the proper voter registration information.
25. Describe how an EPB operates if connectivity or power is lost.
26. Describe the average amount of time it takes to process a voter on the EPB.
27. Describe how the EPB indicates to the poll worker that a voter who is attempting to check-in has already voted in person or by mail.
28. Describe how the EPB links a particular voter to his/her correct ballot style.
29. Describe all ways a poll worker can look-up a voter.
30. Describe the process of canceling a transaction.
31. Describe procedures to follow when a voter's name is not found in the System, including alternate search methods and troubleshooting steps.
32. Describe how a poll worker can override the System to allow a voter who the poll worker knows has not voted despite the EPB indicating they have already voted.
33. Describe how the scanner reads driver's licenses/State ID cards and displays related voter information.
34. Describe how a poll worker can direct a voter in the wrong polling place to the correct polling place.
35. Describe how a poll worker processes an "inactive" voter. An "inactive" voter is one that must complete a voter affirmation form in order to cast a ballot.
36. Describe how the EPB indicates to the poll worker if someone from one political party is attempting to check-in for another party's primary.
37. Describe how a voter will sign the EPB and how the signature will be captured.
38. Describe how the EPB handles a provisional voter.
39. Describe how the EPB can support voting centers allowing for all municipal and state voters.
40. Describe all ports available for connection to other pieces of equipment, including but not limited to ID scanners, ballot on-demand printer systems, mouse, etc.
41. Describe how a ballot will be printed, from the time a voter checks in to when the ballot on-demand printer system prints the correct ballot.

42. Describe how a poll worker will select a political party, at the request of an unaffiliated voter during a primary election, and how that voter will become affiliated with the political party.
43. Describe the procedure, step by step, that a poll worker will perform at the close of polls.
44. Describe how EPBs operate during early voting, including but not limited to proper opening/closing of the EPB each day and data transfer to the CVRS.
45. Describe how EPBs operate during same-day registration, including but not limited to the addition of voter information into the EPB and the transfer of the new data to the CVRS following an election.
46. Describe how EPBs can indicate the type of voter being checked-in (early voter, polling place voter, mail ballot voter, emergency mail ballot voter, provisional voter, etc.)
47. Describe how a poll worker will re-issue a ballot to a voter (if the voter made a mistake) using the EPB and ballot on-demand printer system.
48. Describe any features of the EPB that assist voters or poll workers with disabilities.

Data Transfer

49. Describe the options for how data (voter registration and signature information) will be transferred to the EPB, when the data will be transferred on to the EPB, and how long it will take to transfer data on to the EPB.
50. Describe the format and size of the signature files.
51. Describe the data formats needed to transfer data to and from the CVRS/EPBs.
52. Describe how data on a malfunctioned EPB is transferred to a replacement EPB on Election Day.
53. Describe how data from EPBs will be transferred and synchronized into the CVRS after an election and how long it will take.
54. Describe the standard maintenance and upgrade schedule for new System releases and patches, including any additional costs associated with maintenance and upgrades.

System Security

55. Describe access control methods, password protection and login access levels such as kiosk or Election mode.
56. Describe what security measures are available to protect the operating system, application programs and data on all System equipment from unauthorized change.
57. Describe encryption and other security measures in place to protect data if the proposed system involves Internet or Cloud based transmission of data to and from EPB components.
58. Describe how the System will detect and prevent any suspicious software behavior in any part of

the System.

59. Describe how any portable System components can be tracked, recovered, or disabled if stolen or removed from the polling location.
60. If any System component will accept universal serial bus (USB) or secure digital (SD) card input, how will the System identify and prevent foreign self-executing code and how components can be limited to accepting only pre-approved USB or SD card devices.
61. Describe how the network architecture will be configured, where the System would be hosted, how staff would maintain the network and equipment, and any other relevant facts concerning the hosting environment.
62. Describe how the System recovers from the following events: a non-catastrophic failure of an EPB, a power failure, or from any error or malfunction that is within the operator's ability to correct. Recovery from a non-catastrophic failure will mean the restoration of the EPB to the operating condition existing prior to the error or failure, without loss or corruption of data previously stored in the device.

Reporting

63. Describe all standard reports that the System can generate and provide sample copies of each report.
64. Describe how, at any given time, to obtain a list of voters who have already voted.
65. Describe how custom reports can be designed.
66. Describe how the System can be audited, both locally and at the state office location, and what audit reports can be generated.
67. Describe all post-election tools and reports that can assist the municipalities in conducting post-election discovery recount and/or election contest proceedings.
68. Describe web pages or Internet reports that are available, as well as an explanation of the process of getting these reports to the Internet and how long it takes to get the data to the Internet.
69. Describe how the EPB can generate interim reports without suspending the voter check-in process.
70. Describe the report logs that the EPB can generate, including but not limited to date and time a voter checks in, total voters checked in at a given time, and time it takes for a voter to check-in.
71. Describe which messages become part of the audit record and include samples.

Training and Elections Assistance

72. Describe the processes by which poll workers are trained using the EPBs.
73. Describe features that allow poll workers to use the EPBs in a test capacity.

74. Describe the level of support to be provided by the vendor for each election. Also, describe to what extent the State and municipalities should be able to support the System without vendor assistance.

Testing Requirements

75. With respect to equipment readiness tests, describe testing methods to ensure that all EPBs are operational prior to an election and that hardware, software, and firmware are operating correctly. Tests must include, at a minimum, the production of a diagnostic test record indicating that there are no hardware, software, or firmware failures.
76. Describe testing methods used to verify that all EPBs are operational for a specific election. Tests must include, at a minimum, verification that all voters in a specific precinct and for a specific election are accurately on all applicable EPBs.
77. Describe testing methods used to verify the identification of the unit and its designated polling place location.
78. Provide VSTL review of the System's source code.

Implementation and Staff Qualifications (15 points)

Implementation

1. Vendor will supply a detailed plan, including timetable, for implementing and installing an EPB system and all related equipment as requested by this proposal based upon a contract award being made in or around March, 2016. The delivery timetable must be sufficient to allow for complete testing and set up so that the System is ready for use for the 2016 election cycle commencing with a pilot program for the presidential preference primary to be held on April 26, 2016.
2. Vendor will provide a listing of all major components of the implementation and work plan and projected start and completion dates/times. The work plan description will include a detailed proposed project schedule with timeframe (by task and subtask), a list of tasks, activities, and/or milestones that will be used to mark the progress of the project.
3. Vendor will describe and justify the approach proposed to be taken for each task and the technical issues that will or may be confronted at each stage of the project, the assignment of staff members, subcontractors and support organizations and the concentration of effort for each, and the attributable deliverables for each.
4. Vendor will describe specifications for acceptance testing of the System under full Election Day conditions and for different types of elections (primaries, general, special).

Organization and Staffing

5. List a single contact who will coordinate all phases of the project, including but not limited to information gathering, installation, maintenance, training and warranty. Supply the resume or a statement of prior experience and qualifications for said individual.

6. Vendor will identify all other staff proposed as members of the project team including all technicians, supervisory and management individuals, and the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals. This is in addition to other requests for information as required throughout this proposal.
7. Vendor will identify all subcontractors who will be providing services, System components and related hardware, software, and firmware or staff in connection with this contract. Identify the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by subcontractors as the case may be. This is in addition to other requests for information as required throughout this proposal.
8. Vendor will identify all support organizations that will be providing services, System components and related hardware, software, and firmware or staff in connection with this contract. Identify the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by support organizations. This is in addition to other requests for information as required throughout this proposal.

Previous Experience and Background (15 points)

Previous Experience and Background

1. Provide the history of the proposed System, including whether the System proposed is the latest version of the hardware, software and firmware available that has been fully tested and currently in distribution.
2. Describe how long the proposed System has been in distribution and the anticipated future availability of all System equipment proposed.
3. Provide a comprehensive listing of current users including a description of the project, name of the jurisdiction, contact person and numbers of voters and EPBs. Special attention will be given to experiences with contracts for the same or similar number of EPBs as being provided in Rhode Island.
4. If the vendor is not the manufacturer, describe the relationship between the vendor and the manufacturing company and the length of time this relationship has been in place.
5. For each subcontractor or support organization, provide a comprehensive listing of current users including a brief description of the project, name of the jurisdiction, contact person and numbers of voters and EPBs where said subcontractor or support organization has performed comparable work. Special attention will be given to experiences with contracts for the same or similar number of EPBs being provided in Rhode Island.

Live Demonstration (10 points)

The State intends to conduct live demonstrations during the Evaluation and Selection period. The demonstrations allow for vendors to display and demonstrate their System equipment and processes to the Technical Review Committee.

Vendors will demonstrate applicable System components during this period. Live demonstrations are expected to be conducted in February, 2016.

Financial Stability (5 points)

1. Provide information regarding the financial resources and business background of the vendor including audited financial statements and related footnotes covering the previous five (5) years. If the vendor is not the manufacturer of the System equipment, the vendor must also submit the manufacturer's audited financial statements covering the previous five (5) years with the bid. In the event that either the vendor or manufacturer has been in existence for less than five (5) years, then that entity must submit an audited financial statement for each and every year that they have been in existence.
2. Vendor must also include its most recent financial records for the current fiscal year not reflected in the audited financial statements previously requested in this proposal.

SECTION 5: COST PROPOSAL

The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the System equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include System component costs within the quotes and pricing models contained in Table 1 on the Appendix C: Cost Form. Vendor will also provide cost itemization per unit for each System component in Table 2 on the Appendix C: Cost Form that was used in calculating the costs in Table 1 of the Appendix C: Cost Form.

The purpose of this price matrix is to determine the full acquisition cost of all System equipment and services needed to run all elections on the vendor's equipment, to analyze the cost of any options, and to identify all costs that will be incurred in the future use of the equipment. The cost proposals should include warranty costs, maintenance costs, service costs, training costs, and Election Day set-up and support costs.

To determine the start and end dates and the elections covered please refer to the election calendar in Appendix A: List of Regularly Scheduled Elections for the Period of the Contract. Use Appendix C: Cost Form to list cost proposals.

1. Purchase with service and maintenance during each year for three years with two additional one-year options.
2. Lease with an Option to Purchase with service and maintenance during each year for three years with two additional one-year options.

3. Rent with service and maintenance during each year for three years with two additional one-year options.
4. Indicate costs per unit for each System component.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state and local agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Mandatory/Minimum Requirements	Pass/Fail
System/Equipment Evaluation	25 Points
Implementation and Staff Qualifications	15 Points
Previous Experience and Background	15 Points
Live Demonstration	10 Points
Financial Stability	5 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550158** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus seven (7) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP # 7550158**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-page RIVIP generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with "Original" proposal only.**

3. **A separate Technical Proposal** describing the system/equipment, implementation and staff qualifications, previous experience and background, and financial stability of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** using Appendix C: Cost Form to provide costs described in Section 5: Cost Proposal.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel or PDF format is preferable. Only one (1) electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX “A”
List of Regularly Scheduled Elections for the Period of the Contract

2016:

April	Presidential Preference Primary (pilot program)
September	Statewide Primary
November	Statewide Election

2018:

September	Statewide Primary
November	Statewide Election

*2020:

April	Presidential Preference Primary
September	Statewide Primary
November	Statewide Election

*Applicable if the State exercises the first option year

APPENDIX “B”
Mandatory/Minimum Requirements Yes/No Compliance Matrix

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State is soliciting proposals from qualified vendors to provide **Electronic Poll Books and Related Service and Maintenance**, in accordance with the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at:
<http://www.purchasing.ri.gov>

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive	
	↓ Yes/No	↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications
<u>Mandatory Requirements:</u>		
1. Proposed EPB system (System) will include delivery, installation, implementation, support and maintenance of all components of the System, which includes, but is not limited to the hardware, software, firmware and associated equipment.		
2. The delivery timetable must be sufficient to allow for complete testing and set up so that the System is ready for use for the 2016 election cycle, commencing with a pilot program for the presidential preference primary to be held on April 26, 2016. The pilot program will include a minimum of 10 precincts.		
3. Proposal will include a maintenance and support agreement with the vendor for the term of the contract.		
4. The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the System equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include System component costs within the quotes. Vendor will also provide cost itemization per unit for each System component in Table 2 on the Appendix C: Cost Form.		
5. Vendor acknowledges that the State reserves the right to not move forward with the purchase of individual components of the System.		
6. Vendor acknowledges that the State will rely on and will consider the expertise, experience, ability and capability of the vendor when evaluating proposals received. Vendor must demonstrate proof of experience in the field of elections including, but not		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive ↓ ↓ ↓	
	Yes/No	If Responding "Yes" and Exceeds Specifications, Provide Specifications
limited to years of experience with EPBs. Vendor must have experience with a jurisdiction having the same or similar number of EPBs as being provided in Rhode Island. Rhode Island has approximately 459 polling places, 750,000 registered voters and an average of approximately 1,800 voters and up to approximately 3,000 voters per precinct.		
<u>System/Equipment Requirements</u>		
General		
1. The System equipment will be in operation for any election scheduled in Appendix A: List of Regularly Scheduled Elections for the Period of the Contract starting with a pilot program for the April 26, 2016 presidential preference primary, and for all other Title 17 (Rhode Island General Laws) elections for the term of the contract.		
2. All System equipment proposed is newly manufactured and not reconditioned or refurbished in any way.		
3. The successful vendor will install, to the satisfaction of the State Board of Elections and the Department of State, all System equipment hardware, software and firmware set forth by the vendor in "Implementation and Staff Qualifications" on page 20 of the request for proposals.		
4. All System equipment is readily available, and similar systems are currently operating in other jurisdictions in an elections environment. Any responses proposing "future releases" of equipment will be considered non-responsive and eliminated from consideration.		
5. All System equipment provided to the State of Rhode Island under the terms of this contract is for the exclusive use of the State of Rhode Island during the term of the contract.		
6. The System meets all certification requirements governing the implementation and usage of EPBs in at least one state within the United States and is Voting System Test Laboratory (VSTL)		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive ↓ ↓ ↓	
	Yes/No	If Responding “Yes” and Exceeds Specifications, Provide Specifications
certified.		
7. At the end of the contract term, the State will have the ability, as applicable, to purchase all hardware, software, firmware and licenses.		
8. The System supports a minimum of 1,600 EPBs with the ability to add more EPBs in the future. Vendor will supply additional EPBs at a cost proportional to the cost of this proposal, pro-rated for the remaining years of the contract.		
9. All necessary programming software will be provided to run the System in accordance with the required specifications. Any software updates during the term of the contract will not be charged to the State.		
System Requirements		
10. EPBs plug into a standard three prong, grounded electrical outlet.		
11. System is compatible and works seamlessly with the CVRS and voting equipment (precinct count units, accessible voting units, and ballot on-demand printer systems) and can be updated to be compatible with future voter registration systems and voting equipment the State may obtain.		
12. The vendor provides the State with all hardware, software, and firmware necessary to prepare EPBs with or without vendor assistance.		
13. System manages any known implementation of a Rhode Island election including, but not limited to general, primary (unaffiliated voters can vote in either party primary), special, and municipal elections.		
14. System is highly configurable and customizable.		
15. System adheres to known best practices of manufacturing and quality assurance.		
16. System allows for State and local election administrators to conduct in-house set-up and to maintain and operate the System without vendor assistance.		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive ↓ ↓ ↓	
	Yes/No	If Responding “Yes” and Exceeds Specifications, Provide Specifications
28. System provides information necessary to electronically list, search, identify and authenticate eligible voters thus eliminating the need to print paper poll books.		
29. System has multiple display languages including but not limited to English and Spanish.		
30. System allows the initial look-up step to be limited only to voters in the polling place where the EPB is located.		
31. System allows for manual override if poll workers know the voter has not yet voted, but the voter is marked as having voted already during Election Day/the election period.		
32. System time stamps significant activities such as time of voter check-in and time system overrides occur.		
33. System allows for voter search based on any of the following: first name, last name, address, date of birth, voter ID number, or by identification card.		
34. System scans the bar code on a Rhode Island driver’s license or State ID card for check-in and also can be modified for the addition of other forms of identification bar codes.		
35. System displays a voter’s registration information upon processing the information contained within the barcode or magnetic strip on the driver’s license or State ID card, and/or upon manual entry by a poll worker.		
36. System provides a means of providing directory information to assist poll workers and/or voters with identifying the correct polling place anywhere in the State.		
37. System can accommodate voter changes in accordance with the fail-safe provisions of the National Voter Registration Act (NVRA) and Rhode Island General Law 17-9.1-16.		
38. System provides a means for poll workers to witness a voter’s signature.		
39. System indicates when a voter who is registered with one political party attempts to check-in		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive ↓ ↓ ↓	
	Yes/No	If Responding “Yes” and Exceeds Specifications, Provide Specifications
63. System provides a means, such as kiosk or Election mode, to prevent users from accessing unrelated features to the voter check-in process.		
Reporting		
64. System produces a list of audit records that reflect all the actions of the EPB, including in-process audit records that initiate all transactions. All audit and transaction records must be retained by the municipality for at least 22 months.		
65. System generates interim polling place reports without suspending voter check-in operations. Reports should include, but not be limited to a list of the names and addresses of those who have already voted.		
66. System provides a list of all validated voters in each respective precinct immediately following the close of polls on Election Day.		
Training and Elections Assistance		
67. System is easy to set-up, use, and shutdown and easy to train poll workers on.		
68. Training on the use of the System must be on all facets of the System and must be conducted in person, after the initial purchase and prior to the first use of the System. Training costs must be included in the proposal. Training must include, but not be limited to the following: <ul style="list-style-type: none"> • A manual for use and maintenance of the equipment • On-site, in-depth review of the System • Review of System set-up which includes transferring the data from the CVRS for an election • Basic training on the System • Maintenance of the System before, during and after elections 		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive ↓ ↓ ↓	
	Yes/No	If Responding “Yes” and Exceeds Specifications, Provide Specifications
each municipal board of canvassers, at a seminar conducted by the vendor. Seminars will provide instruction with respect to the procedures for operating the EPBs. Vendor will offer one (1) seminar prior to a presidential preference primary, statewide primary, or in the event there is no statewide primary, prior to the statewide general election.		
74. Vendor will provide to each municipality a checklist for staff to utilize during the transfer of data from the CVRS to the EPBs to ensure all data has been transferred properly.		
Testing Requirements 75. Each EPB can be tested to verify that it is in correct operational status. Tests include, at a minimum, the production of a diagnostic test record indicating that there are no hardware, software or firmware failures; identification of the units and their designated polling place location; and that the units are ready to be activated for voter check-in.		
76. With respect to System readiness tests, each EPB will have provisions for verifying their proper preparation for an election, and that hardware, software, and firmware are operating correctly. Diagnostics must identify and pinpoint any unit malfunctions.		
77. Vendor shall provide its supply chain and information on System components.		
78. Vendor will provide quality assurance procedures of the vendor as well as internal and external test data including test plans, test results, and any other test reports.		
79. Acceptance testing of the EPBs will demonstrate its compatibility with any hardware that may be attached to it (network cards, barcode scanners, ballot on-demand printer systems, etc.).		
80. Acceptance testing of the EPBs will demonstrate its compatibility with the CVRS.		
81. Acceptance testing will demonstrate that the EPBs correctly process all activities regarding each voter registration record.		

Mandatory/Minimum Requirements	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive	
	↓ Yes/No	↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications
the vendor will inspect and make any and all necessary repairs and replacements to the EPBs and certify to the State Board of Elections that all equipment is in good working order. Inspection procedures, replacement parts, and dates performed will be recorded and kept on file in a manner to be determined by the State Board of Elections.		

Having examined all matters referred to in Appendix B: “Mandatory/Minimum Requirements Yes/No Compliance Matrix” for RFP# 7550158 we the undersigned, hereby indicate that we comply with all mandatory/minimum requirements set forth above.

Name and Company

APPENDIX “C” Cost Form

The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the System equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include System component costs within the quotes and pricing models contained in Table 1 on the Appendix C: Cost Form. Vendor will also provide cost itemization per unit for each System component in Table 2 on the Appendix C: Cost Form that was used in calculating the costs in Table 1 of the Appendix C: Cost Form. Blank spaces are available to add items part of your System.

**Table 1 - 3-Year Term with Two Additional
One-Year Options**

Cost Proposal Total

Purchase with Service and Maintenance during each year	
Lease with an Option to Purchase with Service and Maintenance during each year	
Rent with Service and Maintenance during each year	

Table 2 - System component

Indicate cost per unit

Individual EPB device with barcode scanning and signature capabilities	
Software/Firmware to accommodate EPBs	
Protective storage case	
Cost of training election officials and poll workers	
Licensing, software and/or maintenance	
EPB stand	